

# **Boston Light & Sound**

## **J O B   D E S C R I P T I O N (Draft)**

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**TITLE:                    Warehouse Supervisor**

DEPARTMENT:        Production

CLASS:                Full-time

REPORTS TO:         Production Manager

SALARY/HOURLY: Hourly

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**SUMMARY:**

This position is integral to the smooth functioning of the Production, Rental, and Installation departments by facilitating the orderly, effective and efficient flow of equipment and parts inventory through: (1) Accurately allocating incoming and outgoing stock in BLSI's physical and electronic inventory; (2) Creating and maintaining an efficient and highly organized inventory space; (3) Providing material and physical support to the Production Manager, Installation Manager, Project Managers, and Engineers; (4) Guaranteeing small rentals, gear management, inventory, receiving, storage, and distribution is performed in an efficient manner; (5) Taking precautions to protect warehouse contents against loss and injury; and (6) Retaining and reviewing load lists, daily to-do task lists, R2 system and coordination of smooth gear and equipment management.

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**GENERAL DUTIES AND RESPONSIBILITIES:**

- ◆ Develop and maintain efficient inventory tracking system.
- ◆ Responsible for shipping and receiving of all inventory.
- ◆ Responsible for adjusting incoming and outgoing inventory in information system(s).
- ◆ Oversees inventory counts to assure accuracy of current monitoring system.
- ◆ Ensures the proper packing and delivery of equipment to customer site.
- ◆ Monitor the return of unused job-related inventory to vendor or stock.
- ◆ Retains and reviews warehouse documents and reports.
- ◆ Responsible for providing monthly /yearly inventory reports to management.
- ◆ Make miscellaneous small / necessary purchases.
- ◆ Prep, organize and ready small rentals and paperwork for customer pick-up.
- ◆ Perform shipping and receiving as it relates to Installation and Rental / Production.
- ◆ Keep the warehouse clean, orderly and structured at all times – create new organizational structures to accommodate changes in inventory and related procedures.
- ◆ Manage returned equipment which needs service or repair and track the equipment through the process and reinserting into active inventory. Track repairs by individual components including costs.
- ◆ Achieve goals and tasks during normal Company business hours.
- ◆ Other duties as required or assigned by company management.

### Installation

- ◆ Receive and warehouse new and returning materials - ensuring that incoming equipment is properly received, unpacked and stored at the appropriate quantities and a staging locations.
- ◆ Oversee inventory re-order levels of all equipment to assure appropriate level and maximize turnover of equipment.

### Production / Rental

- ◆ Retain, review and assist / delegate the logistics and management of audio, video, lighting load lists / to-do lists to employees / subcontractors performing load duties.
  - ◆ Ensure that incoming equipment is properly received, unpacked and put in its proper place within the warehouse space.
  - ◆ Maintain efficient inventory tracking day to day with Production / Rental Management.
  - ◆ Ensure the proper packing and delivery of equipment to customer site with Engineers.
  - ◆ Monitor the return of equipment to ensure proper packing and proper condition.
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### **ACCOUNTABILITY:**

- ◆ The Warehouse Manager will be accountable to the A/V Rentals & Live Events Manager
  - ◆ Secondary accountability will be to the other management team members, employees and Clients of the company
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### **EDUCATION AND PRIOR RELATED WORK EXPERIENCE:**

- ◆ Education in business / logistics.
  - ◆ Experience in warehouse / inventory management field.
  - ◆ Customer Service experience.
  - ◆ Understanding of the warehouse environment or have hands-on experience within a related audio, video, lighting field.
  - ◆ Broad understanding of the inner workings of Rental and Production systems.
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### **COMMUNICATION:**

- ◆ Must have good computer skills, i.e. MS Office suite, R2, databases, and manufacturer websites.
- ◆ Ability to demonstrate planning, organizing and implementing skills which allow the successful completion of a project by a specific due date.
- ◆ Possess superior written and oral communication skills.
- ◆ Superior customer service skills to deal with both internal and external customers.

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**PERSONAL TRAITS:**

- ◆ This position requires the following attributes: organized, professional, adaptable, likeable, confident, reliable, technically capable, self-motivated, self-disciplined, focused, punctual, keen attention to detail, ability to prioritize, attention to personal grooming/appearance.
- ◆ Strong interpersonal skills.
- ◆ Must be able to work well – in groups and individually.
- ◆ Ability to manage multiple tasks simultaneously.
- ◆ Must be able to effectively handle stressful situations.
- ◆ Must be able to read and effectively interpret general business documentation.

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**PHYSICAL AND MENTAL DEMANDS:**

- ◆ Must be able to maintain a safety-minded approach to all activities.
- ◆ Employee is required to stand, walk, climb, sit and use hands and fingers – and work on feet between 8 – 10 hours per day.
- ◆ Some light lifting of objects is required. Must be able to safely lift heavy and awkwardly-shaped objects (~50 lbs.). Reaching, grasping and carrying activities also required.
- ◆ Must be able to operate forklifts safely and professionally.
- ◆ Respectfully enforce company policy
- ◆ Switch quickly between tasks
- ◆ The noise level in the work environment is usually moderate
- ◆ Although most work is performed inside, occasional outside activities are subject to seasonal temperature fluctuations

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**LICENSES/CERTIFICATIONS:**

- ◆ Maintain a valid driver's license and insurance
- ◆ Must be able to pass medical card for driving trucks
- ◆ Must be able to pass Certification Exam for forklifts

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This job description does not list all duties of the job. The employee may be instructed by management to perform other duties. The employee will be evaluated in part based upon performance of the tasks listed in this job description.

Management has the right to revise this description at any time. The job description is not a contract for employment. All requirements may be modified to reasonably accommodate individuals with disabilities.